

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786



TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 870-3100 FAX 870-3102
www.ellington-ct.gov

LORI L. SPIELMAN
First Selectman

JAMES M. PRICHARD
Deputy First Selectman

MELINDA M. FERRY
AARON J. FOSTER
DAVID E. STAVENS
RONALD F. STOMBERG
JOHN W. TURNER

BOARD OF SELECTMEN
Monday, August 8, 2016
Town Hall – Meeting Hall

SELECTMEN PRESENT: Lori L. Spielman, Melinda M. Ferry, Aaron J. Foster, James M. Prichard, David E. Stavens, John W. Turner

SELECTMEN ABSENT: Ronald F. Stomberg

OTHERS PRESENT: Nicholas J. DiCorleto, Jr., Finance Officer/Treasurer, Dan Flanagan, Mark Fogil, Lisa Houlihan, Town Planner, Brent Moser, Tom Palshaw, Nancy Stillman, EVAC Chief, Timothy Webb, Public Works Director/WPCA Administrator.

I. CALL TO ORDER

First Selectman Spielman called the meeting of the Board of Selectmen (BOS) to order at 7:00 p.m.

II. CITIZENS' FORUM

No citizens came forward.

III. APPROVAL OF MINUTES

A. May 9, 2016 Board of Selectmen Regular Meeting

MOVED (TURNER), SECONDED (FOSTER) AND PASSED (AYE: SPIELMAN, FOSTER, PRICHARD, STAVENS, TURNER; ABSTAIN: FERRY) TO APPROVE THE BOARD OF SELECTMEN REGULAR MEETING MINUTES OF JULY 11, 2016.

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO GO OUT OF AGENDA ORDER TO ITEM VI.B.3 ELLINGTON VOLUNTEER AMBULANCE CORPS.

First Selectman Spielman referenced a memo she sent to Chief Stillman requesting an update on the implementation of recommended new procedures at EVAC (attached). Chief Stillman stated that the Ellington Volunteer Ambulance Corps (EVAC) is drafting a vehicle pre-checklist for their vehicles. Members of the BOS expressed displeasure that EVAC wasn't using the checklist provided by the First Selectman's Office.

Mr. Flanagan replied that the trucks are checked every week and drivers call in with maintenance issues such as squeaky breaks. He expressed a concern that paid employees would grieve if they had to go through oil checks and training.

Chief Stillman noted that she will begin weekly staff meeting on September 7, 2016.

Mr. Turner said that he didn't think the BOS was asking for anything out of the ordinary by asking that EVAC use the First Selectman's Office's checklist. He expressed satisfaction that EVAC had revised their monthly reports to more accurately reflect what the BOS wants to see.

IV. UNFINISHED BUSINESS

A. Ellington Senior Center Room Rental Application

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY TO APPROVE REVISIONS TO THE ELLINGTON SENIOR CENTER ROOM RENTAL APPLICATIONS AS RECOMMENDED BY THE BOS TOWN POLICIES COMMITTEE AND THE TOWN ATTORNEY.

V. NEW BUSINESS

A. Tax Refunds/Abatements

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$4,589.63 AS RECOMMENDED BY THE TAX & REVENUE COLLECTOR AND AS SPECIFIED IN THE REFUNDS/ABATEMENT STATEMENT FOR THE MONTH OF AUGUST 2016. (ATTACHED)

B. Small Cities Grant

MOVED (TURNER), SECONDED (FOSTER), AND PASSED UNANIMOUSLY THAT THE FIRST SELECTMAN LORI SPIELMAN IS HEREBY AUTHORIZED TO SIGN ANY REQUIRED DOCUMENTS AND TO TAKE ALL OTHER ACTIONS NECESSARY RELATING TO SUBMITTING A GRANT APPLICATION FOR FY 2016 FUNDING UNDER THE CONNECTICUT SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND, FURTHER, TO ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93-383, as amended; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Ellington make application to the State for an amount not to exceed \$600,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SELECTMEN:

That it is cognizant of the conditions and prerequisites for state assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,

That the filing of an application for state financial assistance by the Town of Ellington in an amount not to exceed \$600,000 is hereby approved, and that the First Selectman is hereby authorized and directed to execute and file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for state financial assistance if such an agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Ellington.

C. Request for Special Event License: Jeep Show – September 17, 2016

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO ISSUE A SPECIAL EVENT LICENSE TO BRENT MOSER D.B.A. VALLEY TRUCK AND OFF ROAD, LLC FOR A 'JEEP SHOW EVENT' TO BE HELD AT 43 LOWER BUTCHER ROAD, ELLINGTON, CT, ON SEPTEMBER 17, 2016 FROM 9:00 A.M. TO 4:00 P.M. FURTHER, THAT THE ISSUANCE OF THIS SPECIAL EVENT LICENSE IS CONTINGENT UPON THE APPROVAL OF ALL APPROPRIATE TOWN DEPARTMENTS/AGENCIES AND IN ACCORDANCE WITH TOWN ORDINANCE REQUIREMENTS.

D. Director of Human Services Job Description

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO APPROVE THE REVISIONS TO DIRECTOR OF HUMAN SERVICES JOB DESCRIPTION AS PRESENTED.

E. Set Trash Collection Fee

Mr. Stavens asked how the collection rate was. Mr. DiCorleto responded that his office is working on an ordinance to deny a building permit to people who were delinquent in trash collection fees.

Mr. Webb suggested an ordinance restricting bulk trash pickup to those who were delinquent on trash collection fees.

Mr. Foster asked when the trash collection contract renews. Mr. Webb replied that it renewed in 2017 and that the Town should be very careful if it decides to switch vendors.

MOVED (TURNER), SECONDED (STAVENS), AND PASSED UNANIMOUSLY THAT EACH RESIDENTIAL UNIT OWNER BE CHARGED A FEE OF \$125 FOR THE SOLID WASTE COLLECTION SERVICES FOR THE PERIOD JULY 1, 2016 TO JUNE 30, 2017 INCLUSIVE, PURSUANT TO SECTION 149-19 (E) OF THE SOLID WASTE COLLECTION ORDINANCE ADOPTED JUNE 21, 1993 BY THE TOWN MEETING AND AS AN EMERGENCY ORDINANCE BY THE BOARD OF SELECTMEN; AND

THAT THE TAX & REVENUE COLLECTOR IS HEREBY DIRECTED TO ISSUE A BILL IN THE ABOVE AMOUNT TO EACH RESIDENTIAL UNIT OWNER DUE NOVEMBER 1, 2016, WITH NO INTEREST IF PAID ON OR BEFORE DECEMBER 1, 2016; THEREAFTER INTEREST SHALL BE CHARGED AT THE LEGAL RATE OF 18% OR 1.5% PER MONTH FROM NOVEMBER 1, 2016, OR PORTION THEREOF, UNTIL PAID.

IF THE TAX & REVENUE COLLECTOR DETERMINES THAT THE RESIDENTIAL UNIT WAS NOT OCCUPIED AND DID NOT USE SOLID WASTE COLLECTION FOR A CONSECUTIVE PERIOD OF SIX MONTHS, THE TAX & REVENUE COLLECTOR IS AUTHORIZED TO REDUCE THE BILL BY \$62.50 FOR EACH SUCH SIX-MONTH PERIOD; NO REDUCTION IS AUTHORIZED FOR PERIODS LESS THAN SIX MONTHS OR DELINQUENT REFUSE ACCOUNTS; AND

THE TAX & REVENUE COLLECTOR SHALL PRORATE ANY NEW RESIDENTIAL UNITS BASED UPON THE NUMBER OF MONTHS, OR PORTION THEREOF, THE UNITS ACTUALLY USED THE SOLID WASTE COLLECTION, OR WAS OCCUPIED; AND

TO AUTHORIZE THE TAX & REVENUE COLLECTOR TO MAKE ADJUSTMENTS ON CHANGES OF OWNERSHIP OF RESIDENTIAL UNITS THAT MAY HAVE OCCURRED IF THE NEW OWNER IS BEING BILLED FOR A PERIOD OF TIME THAT THE PREVIOUS OWNER HAD NOT BENEFITED FROM SUCH SERVICE.

F. Budget Execution

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO APPROVE THE BUDGET EXECUTION FOR FISCAL YEAR 2016-17, AS PREPARED BY THE FINANCE OFFICER.

G. Salary Adjustment Transfers

This item will be tabled until Union Contracts are ratified.

H. Inter-Town Capital Equipment (ICE) Purchasing Incentive Program: Portable Propane Tank Recovery Unit

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED THAT EFFECTIVE DECEMBER 7, 2015, LORI SPIELMAN, FIRST SELECTMAN OF THE TOWN OF ELLINGTON, IS AUTHORIZED AND DIRECTED TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS ON BEHALF OF THE ELLINGTON BOARD OF SELECTMEN AND TO DO AND PERFORM ALL ACTS AND THINGS WHICH SHE DEEMS TO BE NECESSARY OR APPROPRIATE TO CARRY OUT THE TERMS OF SUCH DOCUMENTS, AND TO ENTER INTO A BINDING AGREEMENT WITH THE OFFICE OF POLICY AND MANAGEMENT ACCORDING TO TERMS OF THE INTER-TOWN CAPITAL EQUIPMENT (ICE) GRANT PROGRAM. THE TOWN OF ELLINGTON WILL PARTICIPATE WITH THE TOWNS OF ENFIELD AND SOMERS TO PURCHASE A PORTABLE PROPANE TANK RECOVERY UNIT WITH THE TOWN OF ENFIELD AS THE LEAD TOWN. FURTHER TO SCHEDULE A SPECIAL TOWN MEETING FOR MONDAY, SEPTEMBER 12, 2016 AT 7:00 PM AT THE ELLINGTON TOWN HALL TO ALLOW CITIZENS TO DISCUSS AND VOTE ON THIS PURCHASE.

I. 159 Jobs Hill Road

This property owes property taxes. The First Selectman asked the BOS their opinion on collecting the full amount of taxes versus simply recovering the cost that the Town incurred. The fines owed totaled \$89,000 while the cost the town incurred was roughly \$50,000. The BOS members expressed that the Town should collect the full amount of fines owed.

J. 146 Tripp Road (Potential nine lot subdivision and donation of approximately 56+/- acres)

Ms. Houlihan described a potential donation of land to the Town of Ellington. The owner doesn't wish to retain the 10 percent of the land that would have to be provided as open space and is considering donating the land to the Town.

Mr. Webb advised the BOS to consider the maintenance costs of new open space before deciding what to do with the land.

No member of the BOS was against taking the land donation.

K. Re-establish Ad Hoc Council for Developing Positive Youth Culture

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO RE-ESTABLISH AD HOC COUNCIL FOR DEVELOPING POSITIVE YOUTH CULTURE FOR ONE YEAR TO AUGUST 2017.

VI. ADMINISTRATIVE REPORTS

- A. Building Department
- B. Emergency Services
 - 1. Resident State Trooper's Office
 - 2. Emergency Management Director
 - 3. Ellington Volunteer Ambulance Corps
 - 4. Ellington Volunteer Fire Department
- C. Fire Marshal
- D. Hall Memorial Library

Ms. Spielman reported that the Hall Memorial Library was seeing over 600 visitors a day. She added that they were having a problem with starlings on the roof.

- E. Tax & Revenue Collector
- F. Town Planner

VII. SELECTMEN COMMITTEE REPORTS

- A. Personnel Committee:
 - 1. Resignations

MOVED (TURNER), SECONDED (PRICHARD), AND PASSED UNANIMOUSLY TO ACCEPT THE RESIGNATION OF JAMES M. PRICHARD AS AN ALTERNATE MEMBER FROM THE PLANNING AND ZONING COMMISSION.

- 2. Appointments

MOVED (PRICHARD), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO REAPPOINT KENDALL SIRICA, KEVIN HAYES, JANE ROETS, TOMMY ARBEITER, KAREN BAILEY-FRANCOIS, JOHN REILLY, BETH TAUTKUS, SGT. BRIAN SANTA, MARY BARTLEY, YALE CANTOR, LISA KELLY, KATHLEEN LAREW, DIANE LASHER-PENTI, ERIN MCGURK, DAVID PEARSON, RON RICHARDSON AND DEBORAH STAUFFER TO THE AD HOC COUNCIL FOR DEVELOPING POSITIVE YOUTH CULTURE TO ONE-YEAR TERMS ENDING AUGUST 31, 2017.

MOVED (PRICHARD), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO REAPPOINT GEORGE M. SHAW TO THE CONNECTICUT WATER COMPANY CUSTOMER ADVISORY COUNCIL TO A ONE-YEAR TERM ENDING AUGUST 31, 2017.

MOVED (PRICHARD), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO REAPPOINT RONALD HOSIG AND RONALD STOMBERG TO THE ZONING BOARD OF APPEALS AS ALTERNATES TO TWO-YEAR TERMS ENDING AUGUST 31, 2018.

MOVED (PRICHARD), SECONDED (FERRY), AND PASSED UNANIMOUSLY TO REAPPOINT APPOINT DONNA RESUTEK TO THE ECONOMIC DEVELOPMENT COMMISSION TO COMPLETE AN UNEXPIRED TERM ENDING JULY 31, 2017.

B. Other

VIII. SELECTMEN LIAISON REPORTS

Mr. Turner reported that the country club had a hawk get caught in a net in the air. A hawk rescue group took the hawk into custody and the hawk was nursed back to health and released from the country club.

Mr. Turner reported that the EVFD Rescue Squad responded to the recent house explosion on East Street in Rockville.

Mr. Turner reported that he attended the EVAC executive board meeting. He called them a dedicated group of people but expressed concern that they did not understand the gravity of the BOS concerns. He had serious concerns about the longevity of their success.

IX. FIRST SELECTMAN'S REPORT

A. Resignations/ Retirement

The First Selectman reported the resignation of Doris Crayton after 26 years of service effective September 2nd, 2016.

B. Other

The First Selectman reported that once the final report of the Charter Revision Commission is put out the BOS will review it.. She asked the BOS for them to be available on August 22, 2016.

The First Selectman reported that union negotiations are ongoing.

The First Selectman reported that the Crystal Lake Association is raising money to fix the dam.

The First Selectman reported that the Crystal Lake Association is doing annual maintenance on invasive milfoil.

The First Selectman reported that Oakridge Dairy and Eversource Energy want to install a digester that will take in manure and food and produce energy.

The First Selectman reported that on July 21 Oakridge Dairy had their open house with over 1,100 attendees.

The First Selectman reported that on August 9 surrounding Town Assessors will be meeting in Ellington Town Hall to discuss the crumbling foundation problem.

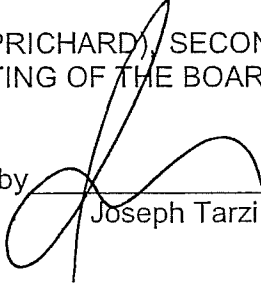
The First Selectman reported that the first issue of *Ellington Events* would be mailed August 22.

X. CORRESPONDENCE: None.

XI. ADJOURNMENT

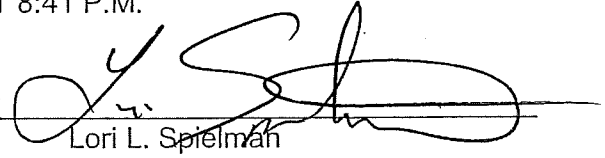
MOVED (PRICHARD), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADJOURN
THE MEETING OF THE BOARD OF SELECTMEN AT 8:41 P.M.

Submitted by

A handwritten signature in black ink, appearing to read "Joseph Tarzi", written over a horizontal line.

Joseph Tarzi

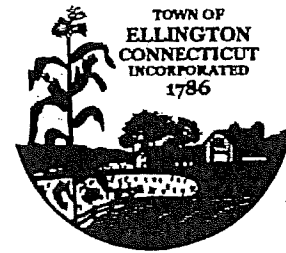
Approved by

A handwritten signature in black ink, appearing to read "Lori L. Spielman", written over a horizontal line.

Lori L. Spielman

TOWN OF ELLINGTON

First Selectman's Office



MEMO

Date: August 4, 2016

To: Nancy Stillman, President, EVAC

From: Lori Spielman, First Selectman *LS*

Subject: Update: Implementation of New Procedures

Please provide me with an update regarding the issues that were discussed at the meeting with the EVAC Executive Board on April 20, 2016. The following is a recap of events:

On April 3, 2016 the rear wheels of the ambulance had fallen off as the ambulance was entering the EVAC driveway. This incident prompted me to review EVAC procedures for performing daily vehicle pre-trip checks, maintaining vehicle maintenance records and driver training.

I was made aware that daily vehicle pre-trip checks were not being performed and the vehicle maintenance records were not consistently maintained or readily available. As a guide, I provided EVAC with the pre-trip checklist used by the Department of Public Works.

Driver training was a concern due to recent accidents with ambulance drivers hitting the EVAC building and a telephone pole and, of course, the wheels falling off of the ambulance. I was told that driver training consisted of online videos (CEVO). There was no policy in place on utilizing spotters when backing up the ambulance and there were no back-up cameras installed in either ambulance.

On April 20, 2016 a meeting was called with some of the EVAC Executive Board members and myself, along with Don Bridge, an Ellington Town Police Officer and Lieutenant with the State of CT Department of Motor Vehicle.

Don Bridge had agreed to create and set up standard driver training procedures to include periodic practical testing for all drivers – paid and volunteer. It was agreed that all drivers must obtain driver training certification before they would be permitted to drive the ambulance.

The EVAC Executive Board members agreed that the priority would be to put in place the following procedures:

- Develop a system that the EVAC Maintenance Officer will perform weekly checks of the ambulances.
- Develop guidelines for drivers to conduct mechanical and visual inspections of the vehicle and complete a daily pre-trip checklist. A copy of the checklist must be placed in the vehicle maintenance file at the facility.
- Create a comprehensive driver training plan for all drivers.
- Determine the repairs/maintenance vendor.

-2-

Subsequent to the April 20, 2016 meeting, Don Bridge has been working with Bruce Hoffman to develop a driver training schedule. It was determined that this would be a mandate for all drivers but non-drivers would also be encouraged to attend the training.

In addition, when we met on April 13, 2016 in my office with Tonya Glomboske and Deb Landry-Schiesl you agreed to meet with paid staff on a weekly basis. Has that procedure been implemented?

Please provide me with an update on the implementation of all the recommended new procedures. I would like to make a report to the Board of Selectmen at our meeting on August 8, 2016.

LS/ms

